

Writing a Curriculum Vitae

INDIANA STATE UNIVERSITY CAREER CENTER

Curriculum Vitae (CV) are common documents for those pursuing positions within academia in the United States. It is typically a longer document than a standard industry résumé and includes additional items such as: publications, thesis/dissertation, presentations, research, teaching experience, etc. It will continue to grow as you gain experience, and it allows you to showcase your growth as a scholar to search committees.

RECOMMENDED CATEGORIES

The content in CVs varies greatly from field to field, but there are some common categories that should be included. Your CV should be long enough to thoroughly present all of your qualifications in the sections discussed below. You should use targeted bullets like an industry résumé, but it is also acceptable to elaborate in more detail in certain categories. The order of your categories will differ depending on whether you are applying to a research university versus a teaching university. It should be tailored to the position for which you are applying.

EDUCATION

- List all institutions, degrees, and graduation dates in reverse chronological order.
- If you did not receive a degree from an institution do not list the coursework. The only exceptions to this rule are post-degree research completed at an institution or significant doctoral coursework that might be relevant to your future position. You can list “doctoral coursework” but cannot use the “ABD (All But Dissertation)” designation if you are not currently working on the degree.

DISSERTATION OR THESIS

- Provide the title and a brief description of your work, its theoretical framework and conclusion.
- If you are a recent graduate, the dissertation or thesis should be featured prominently in this section.
- For those in the sciences, you may want to elaborate on your research in the “Relevant Experience” or “Research” sections; simply list the title of your dissertation or thesis in this section.

AWARDS, FELLOWSHIPS, GRANTS, AND SCHOLARSHIPS

- Recognition of scholarship by the university where you attained your degree or within the field is critical when pursuing positions in academia.
- Include undergraduate honors and awards only if they are related to your current field.
- Include grants you have written and the amount of funding you have been awarded.

TEACHING EXPERIENCE

- Include all full-time, part-time, adjunct, and graduate teaching experience. The format for this is very similar to an industry résumé. When describing your experience, use a bullet format. Think about what you did as a teacher, as well as how you grew as a scholar and educator.

RELATED WORK EXPERIENCE

- If you have related professional experience, list it here in a format similar to a résumé. If you do not have related professional experience, focus on your teaching experience.

PUBLICATIONS, INVITED PAPERS, AND EXHIBITS

- This section should also be listed in reverse chronological order and can be divided into sub-sections as you gain experience in your field. When listing your work, use the citation style appropriate to your field (APA, MLA, Chicago, etc.). If the publication is not in print yet, make sure to give the most accurate indication of when it will be published. Indicate if the piece or article was in a refereed journal.

PRESENTATIONS, WORKSHOPS, AND CONFERENCES

- List all names, dates and locations of conferences where you have given presentations. Workshops or meetings that you conducted may also be listed here. Also, list the number of audience members if it was a well-attended presentation. You may list conferences you attended, but only if they are significant and will differentiate you.

RESEARCH EXPERIENCE

- This section is especially critical for those applying for positions in the sciences and social sciences. Include information on post-doctoral work and your dissertation.
- Undergraduate and internship research may be included, but only if it is relevant.
- Describe your projects, techniques mastered, technologies used, and list the affiliated lab/professor.

ACADEMIC SERVICE AND COMMUNITY INVOLVEMENT

- In this section, include items such as committees on which you served, elected positions, and student organizations you advised. Detail your role as you would for an employment position.
- Include community involvement where you have had a major role.

PROFESSIONAL ORGANIZATIONS

- List all relevant professional organizations to which you belong with your dates of membership. If you have served in a leadership role in an organization, make sure to list your role and any accomplishments.

FINAL TIPS

- The length for a recent graduate or junior professor is typically two-four pages. More experienced candidates can have CVs that are 10+ pages in length.
- Keep all formatting consistent throughout your document.
- If you have received exemplary course evaluations from students, make sure to list a summary.
- Make sure any narrative describing your dissertation or other achievements is brief and concise. Search committees do not have time to read extensive details.

HUMANITIES CURRICULUM VITAE EXAMPLE**Franklin J. Stone**

34 Town Square Rd
 Bloomington, IN 43208
 (812) 231-4567
 fransto@indstate.edu

EDUCATION**Ph.D., United States History****Indiana State University**

December 2018

Terre Haute, IN

Dissertation: "Gender Equality Among Rural Slave Populations"

Dissertation Advisor: Will Wallace, Ph.D.

M.A., United States History**Indiana State University**

May 2015

Terre Haute, IN

Master's Thesis: "Post Civil War America and its Economic Development"

B.A., History (Magna Cum Laude)**Butler University**

May 2013

Indianapolis, IN

FELLOWSHIPS AND AWARDS

- Morris S. Claiborne Award for Academic Excellence
- Interdisciplinary Fellowship, Indiana State University
- Gross Travel Grant, Indiana State University

April 2017

June 2015 – June 2016

March 2014

TEACHING AND RESEARCH INTERESTS

- American Civil War
- Evolution of Jim Crow Laws
- Gender Equality in 19th century rural America
- Economic re-structuring of post-Civil War southern states.

TEACHING EXPERIENCE**Lecturer**

January 2015 – Present

Indiana State University, Department of History

Terre Haute, IN

- Teach three (3) sections of Introduction to American Civil War, one (1) section of Women of The South, and an honors course of Economic Development of The South in the Mid-19th Century. Course evaluations for all classes taught were exemplary.
- Enhance student understanding of material by leading discussion sections, requiring students attend office hours, and participating in student led review sessions.
- Participate in overhaul of curriculum within department which included benchmarking with other institutions and incorporating new technology.

Teaching Assistant

August 2013 – December 2014

Indiana State University, Department of History

Terre Haute, IN

- Taught two (2) sections of Writing for History.
- Enhanced lesson plans by using computer technology and guest speakers when appropriate.
- Worked collaboratively with students to enable them to have a deeper understanding of how to properly construct a research paper on their chosen topic.
- Graded assignments for over 300 students in four (4) different introductory American History courses.
- Held group office hours to encourage students to seek assistance.

RESEARCH EXPERIENCE**Researcher**

August 2012 – December 2013

Vigo Co. Historical Society

Terre Haute, IN

- Researched gender issues in labor market during 19th and early 20th century Indiana. Conclusions drawn from research concerning the economic development of Terre Haute, Indiana were used in the book, Terre Haute: Gateway to the West, by James Wonderly.

PROFESSIONAL INVOLVEMENT

- American Historical Association (2012 – Present)
 - Attended national conference every year from 2012 – Present
- Organization for American Historians (2014 – Present)
- Chair, Committee for Scholarly Research (2016-17)
- President, Phi Theta Alpha (2010 - 2012)
 - Indiana State University chapter hosted regional conference in 2011

PUBLICATIONS

“Class Conflict in a Working Suburb of Indianapolis in the 1820s.” *Journal of the American Historical Association*, Vol. 11, No. 3 (2017), 62-83

“Changing Fortunes for Women in Rural Slave Plantations.” *Journal of Western Association of Women Historians*, Vol. 3, No. 2 (2016), 15-41

“Neither Here Nor There: Stagnation of Women’s Rights in Late 19th Century Mid-Western America” *Association of Women Historians*, Vol. 1, No. 3 (2018) 32-55

SCIENCES CURRICULUM VITAE EXAMPLE**Tammy S. Ward**

tward@sycamores.indstate.edu

Office:

Department of Biology
 Science Building, Room 231 G
 Indiana State University
 Terre Haute, IN 47809
 (812) 231-4567

Home:

3245 N. Ohio St.
 Terre Haute, IN 47809
 (812) 678-9101

EDUCATION

Ph.D., Biology (Specialization in Cellular and Molecular Biology)
College of Arts and Sciences, Indiana State University

Expected May 2020
 Terre Haute, IN

B.A., Biology
College of Arts and Sciences, Indiana State University
 GPA: 3.82

May 2015
 Terre Haute, IN

AWARDS AND HONORS

- Cell, Molecular, and Genetics Training Grant Recipient
- Outstanding Teaching Assistant Award
- Indiana State University Alumni Leadership Scholar

June 2018
 March 2016
 April 2014

RESEARCH EXPERIENCE

Graduate Research
Indiana State University, Department of Biology

January 2016 – Present
 Terre Haute, IN

- Advisor: Dr. Daniel Spears. Examining role of calcium transients in carbon dioxide signal transduction in stomatal guard cells of *Arabidopsis Thaliana*.
- Selected technical skills: Light and fluorescence microscopy, use of infrared gas analyzers to monitor lead stomatal conductance, signal analysis, electrophysiology, genetic mapping, plan transformations, and microrays.

Research Technician
Indianapolis VAMC Hospital

May 2015 – August 2015
 Indianapolis, IN

- Principal Investigator: Mary Miche. Structural conversions of lung surfactant along with role and mechanism of action of lactase enzyme.
- Selected technical skills: protein purification, western blotting, ELISA, thin layer chromatography, handling, and surgery of mice.

TEACHING EXPERIENCE

Teaching Assistant
Indiana State University, Department of Biology

January 2016 – Present
 Terre Haute, IN

- Serve as Teaching Assistant for upper-division undergraduate courses: Molecular Biology, Metabolic Bio-Chemistry, and Development Lap. Student evaluations for all courses taught have been rated 4.5 or better on a 5.0 satisfaction scale.
- Participate in laboratory experiments, exam questions, grading exams, and assigning exam, lab report, and course grades.
- Demonstrate and assist students with laboratory techniques and experiments.

UNIVERSITY SERVICE

Laboratory Mentor

Indiana State University, Department of Biology

August 2017 – Present
Terre Haute, IN

- Mentor undergraduate students in laboratory projects related to their thesis research.
- Demonstrate advanced procedures related to protein synthesis.

Planning Committee Member

Graduate Student Recruitment Committee

August 2017 – August 2018
Terre Haute, IN

- Planned graduate recruitment events in conjunction with Graduate Admissions including monthly information sessions and annual Biology Department Open Houses.

PUBLICATIONS

Ward, T. The Nitrate Transporter AtNRT1.1 (CHL1): Functions in Stomatal Opening and Contributions to Drought Susceptibility in Arabidopsis. **Plant Cell** 15:222-132 (2017).

Yazm, J. and Ward, T. Convergence of Calcium Signaling Pathways of Pathogenic Elicitors and Abscisic Acid in Arabidopsis Guard Cells. **Plant Physiology** 13:333-123 (2018). www.plantphysiol.org

PROFESSIONAL INVOLVEMENT

- American Society of Microbiologists (2015 – Present)
- American Institute of Biological Sciences (2015 – Present)
- Federation of American Societies for Experimental Biology (2015 – Present)